DEMOBILIZATION
(Check-out)

Demobilization is as important as checking-in on the incident. It helps to insure proper accountability. The following are some items to take care of during the demobilization process:

- Verify the demobilization schedule with your supervisor

- Complete all work assignments

- Brief subordinates regarding demobilization

- Ready your equipment for another assignment and travel

- Report any equipment problems/needed repairs

- Complete and file all required forms and reports

- Follow the incident demobilization procedures

- As appropriate, evaluate performance of subordinates prior to the release of the incident

- Return any incident issued communications equipment or non-expendable supplies

- Ensure your base/camp sleeping area is clean

- Report to departure points on time or slightly ahead of schedule

- As appropriate, stay with your group until you arrive at your final destination

DEMOBILIZATION CHECKOUT		ICS-221
1. Incident Name/Number	2. Date/Time	3. Demob. Number

4. Unit/Personnel Released

5. Transportation Type/Number

6. Actual Release Date/Time   7. Manifest Yes ☐ No ☐

_____   Number _____

8. Destination   9. Agency/Region/Area Notified

_____   Name _____

    Date _____

10. Unit Leader Responsible for Collecting Performance Rating

11. Unit/Personnel. You and your resources have been released subject to signoff from the following (Demobilization Unit leader, check appropriate box):

Logistics Section
☐ Supply Unit _____
☐ Communications Unit _____
☐ Facilities Unit_____
☐ Ground Support Unit Leader _____

Planning Section
☐ Documentation Unit _____

Finance Section
☐ Time Unit _____

Other
☐ _____   _____

☐ _____   _____

12. Remarks

_____

_____

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INSTRUCTIONS FOR COMPLETING

THE DEMOBILIZATION CHECKOUT

(ICS Form 221)

Prior to actual Demob, Planning Section (Demob Unit) should check with the Command Staff (Liaison Officer) to determine any agency needs related to demobilization and release. If any, add to line Number 11.

Item	Item Title	Instructions
1	Incident Name/Number	Print name and/or number of incident.
2	Date and Time	Enter date and time prepared.
3	Demob Number	Enter agency request number, order number, or agency demob number if applicable.
4	Unit/Personnel Released	Enter appropriate vehicle or Strike Team/Task Force ID number(s) and Leader's name or individual overhead or staff personnel being released.
5	Transportation	Method and vehicle ID number for transportation back to home unit. Enter N/A if own transportation is provided. Additional specific details should be included in Remarks, block #12.
6	Actual Release Date/Time	To be completed at conclusion of demob at time of actual release from incident. Would normally be last item of form to be completed.
7	Manifest	Mark appropriate box. If yes, enter manifest number. Some agencies require a manifest for air travel.
8	Destination	Location to which unit or personnel have been released, i.e. area, region, home base, airport, mobilization center, etc.
9	Area/Agency/Region Notified	Identify area, agency, or region notified and enter date and time of notification.
10	Unit Leader Responsible for Collecting Performance Ratings	Self-explanatory. Note, not all agencies require these ratings.
11	Resource Supervision	Demob Unit Leader will identify with a check in the box to the left of those units requiring check out. Identified Unit Leaders are to initial to the right to indicate release. Blank boxes are provided for any additional check (unit requirements as needed), i.e. Safety Officer, Agency Rep, etc.
12	Remarks	Any additional information pertaining to demob or release.